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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Training Division  
Via : AD/CD *for*  
FROM : Graphics Register, CD

DATE: 13 April 1951

SUBJECT: TRD Training Film Library

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1. [REDACTED] Chief, TMS/TRD has requested Graphics' reaction to a TRD film library which was approved by the Joint Training Committee and by AD/SO and AD/PC. This program has been discussed independently with [REDACTED] and with the AD/CD. No basic differences were presented and the Graphics Register will enlarge its services in film support of TRD's training program to encompass the proposed TRD Film Library.

2. Certain difficulties in the program may be experienced from time to time and may be expected to be resolved cooperatively by TRD and the Graphics Register. The following outline covers the problem as it is seen now and is suggested as a guide for the Graphics-TRD aspects of setting up and operating the TRD Film Library.

## I. General Policy

- A. All films will be considered as CIA films.
- B. Where films on loan to TRD are reasonably available, they may be recalled for additional usage by other offices of CIA and the IAC Agencies.

## II. TRD Library Holdings

- A. Films will be accessioned for indefinite loan to TRD when they fall within the following categories:
  - 1. Films used as often as three times per month will be accessioned when copies are readily procurable and are not excessive in cost.
  - 2. Films used in special training projects used less frequently but involving shipping or security problems will be accessioned for TRD's convenience if copies are readily available and are not excessive in cost.
  - 3. Whether films difficult to procure or excessive in cost will be accessioned will depend upon:

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- (a) Available funds allocated to TRD film requirements
- (b) Procurement opportunities

- B. Normal loans to TRD will be governed by funds available and by procurement opportunities.
- C. Film requests will be screened by TRD to guard against unjustified expenditures and abuse of procurement machinery.
- D. TRD will establish a control point to assist the Graphics Register in determining the amount of time and funds justified by any film requirements.

III. Controls

- A. TRD will furnish the Graphics Register current inventory reports showing:
  - 1. Films available for occasional recall for use by other IAC activities.
  - 2. Films not available for recall and showing the periods of non-availability.
  - 3. Films worn or damaged beyond further usage.
- B. Change of status notices will be furnished on a monthly basis.
- C. Films will normally be subject to annual inspection and reconditioning by the Graphics Register.
  - 1. TRD will be responsible for continuing care and maintenance of films loaned to their library.
- D. There will be an annual accounting of all films charged to TRD.

IV. Funds

- A. TRD's initial request for library holdings may require \$2,500 in funds not presently available to the Graphics Register. \$1,200 of this amount is for a three-year lease of two Hollywood feature films included in the list. Approximately 75 per cent of the Graphics Register film funds for the current

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fiscal year have been expended for training films and the required expenditures for the TRD Film Library cannot be absorbed from present funds.

- B. Funds for continuing the TRD Library will be incorporated in the Graphics Register Budget Estimates for ensuing years.
- C. TRD will furnish the necessary information on TRD film requirements to assist in the proper preparation of Budget Estimates.



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